Powering the Advancement of Science

xTrain Getting Started Quick Reference Guide for Trainees

1. What is xTrain?

xTrain is part of eRA Commons. It is an online application that allows grantee Institutions to electronically prepare, submit, and track the PHS 2271 Statement of Appointment forms for Appointments, Re-Appointments, and Amendments and the PHS 416-7 Termination Notices associated with institutional research training grants, institutional career development awards, individual fellowships, and research education awards.

2. What's My Role in Using xTrain?

You will use xTrain to complete Appointment Forms and Termination Notices and to route completed forms to the Project Director/Principal Investigator (PD/PI) of the training grant with your electronic signature.

Before beginning to use xTrain, you must have an eRA Commons Account. If you already have an account, provide your eRA Commons User ID to the PD/PI. xTrain will automatically add the Trainee role to existing accounts.

3. How Do I Get an eRA Commons Account?

If you do not have an eRA Commons account, the xTrain system will send you an email with a link and instructions for registering in eRA Commons after the PD/PI invites you to register.

NOTE: Your eRA Commons account will follow you throughout your career—choose your eRA Commons User ID carefully.

4. What is an eRA Commons Personal Profile?

Each eRA Commons account has an associated Personal Profile that includes information specific to the account holder. Personal Profile information is used to pre-populate xTrain forms, and the xTrain system checks to ensure that all required information is provided prior to routing your xTrain forms back to the PD/PI.

Carefully fill out your Personal Profile paying particular attention to the items that are checked within xTrain:

- *Personal Profile, Personal Information* screen:
  - Gender

- o Citizenship (not marked with an asterisk but required for Trainees)
- o eRA email
- o First and Last Name, disabilities (not marked with an asterisk but required for Trainees)
- o SSN (Trainees are asked to voluntarily provide the last four digits of their SSN. This information helps Agency staff uniquely identify and manage your system records)
- o Date of Birth (DOB)
- *Personal Profile, Race/Ethnicity* screen:
  - o Race(s) and Ethnicity
- *Personal Profile, Residential Address* screen:
  - o Address, Email, Phone Number
- *Personal Profile, Degrees/Residency* screen:
  - o Enter all relevant degrees earned or in process and medical residency information, if relevant
- *Personal Profile, Trainee-Specific* screen:
  - o Answer all the required questions on federal debt and disadvantaged background and provide an explanation, if necessary

If xTrain identifies missing or inappropriate information in a Trainee Profile, it will generate an error message and prevent an Appointment, Re-Appointment, Amendment, or Termination from proceeding until the information has been provided or corrected.

5. How Do I Access xTrain?

- Login to eRA Commons at https://commons.era.nih.gov/commons/.
- Click the **xTrain** tab in the blue navigation bar that runs across the top of the screen.

6. Where Can I find xTrain Help—User Guide, Quick Reference Guides, FAQs, and Training Materials?

Check out: http://era.nih.gov/training_career/index.cfm.

7. Will Using xTrain Remove the Need for Signed Paper Forms?

Yes, with the following exceptions:

- Permanent US residents must submit a notary's signed statement certifying that they have (1) a Permanent Resident Card (USCIS Form I-551), or (2) other legal verification of such status.
- Signed hard copy of the Payback Service Agreement is required for first-time postdoctoral trainees appointed to Kirschstein-NRSA research training grants.